

## POSITION DESCRIPTION

**Position Title:** Fire Prevention Officer

**Area/Department:** Fire & Emergency Services

**Reports to:** Assistant Chief/Fire Prevention

## POSITION SUMMARY

Under the direction of the Assistant Chief of Fire Prevention, the Fire Prevention Officer will perform and assist with all functions of the Fire Prevention Division including inspecting premises within the Municipality for compliance with applicable legislation and taking the necessary enforcement action where required; preparing and delivering fire safety and prevention programming; conducting fire investigations and preparing and maintaining reports, records, statistics, and correspondence. The Fire Prevention Officer will also respond to emergencies wherever possible during working hours. The Fire Prevention Officer will hold the rank of Captain.

## DUTIES & RESPONSIBILITIES

### Fire Inspections

1. Conduct comprehensive fire prevention inspections of all classes of buildings and occupancies for compliance to both the Town of Gravenhurst by-laws and the Ontario Fire Code.
2. Report findings to the appropriate authorities, make recommendations to improve building and occupancy fire safety, and initiate appropriate corrective or enforcement action as necessary.
3. Follow up on inquiries and complaints related to fire safety and investigate.
4. Prepare inspection orders, court documents and other records to fully document inspection processes and outcomes.
5. Review and approve applications for fireworks displays, AGCO permits etc.
6. Review selected building plans and conduct inspections on some new construction for compliance with the Ontario Building Code, in conjunction with the Chief Building Official, as required.
7. Examine and approve fire safety plans, drawings, and specifications for new and existing buildings; review and comment on site plan agreements, zoning amendments and other planning related matters.
8. Conduct annual inspections on existing care and treatment and retirement home buildings for compliance with the Ontario Fire Code, and any other relevant legislation and coordinate fire inspection/prevention reports in conjunction with such inspections.
9. Conduct building code inspections of fire and life safety systems and components in conjunction with the Chief Building Official, as required.
10. Perform the duties of Chief Fire Official under the Ontario Fire Code subject to the parameters of the delegation.

### Fire Cause Determination

1. Attend and investigate the origin and cause of fires and explosions that occur within the municipality in accordance with the provisions of the FPPA and OFM directives and local

operating guidelines.

2. Liaise with and assist other investigative agencies including but not limited to the OFM, OPP, TSSA, ESA, Coroner's Office, in the case of unusual or significant fires/explosions that fall under other jurisdictional parameters.

### **Public Education**

1. Deliver, supervise, and evaluate the Public Education and Fire Prevention Programs for the Municipality.
2. Coordinate joint initiatives with other area fire departments/other emergency services on fire safety and prevention programs, education, and training.
3. Prepare public fire safety information, including but not limited to media releases and social media communication in conjunction with Corporate and Departmental communications policies/guidelines, conduct presentations to businesses, public groups, institutions, schools etc.,

### **Emergency Response**

1. Response to emergency calls during working hours, when available.
2. Respond to emergency calls outside normal working hours where required.

### **Administration/Other**

1. Preparing Provincial Offences Act documents, swearing and serving information, preparing disclosure statements, and testifying in Provincial Offences court as required.
2. Prepare and deliver fire prevention related material to fire department personnel and assist Training Division staff with the delivery of related training.
3. Prepare reports and manage files within the Fire Prevention Division.
4. Provide input and recommendations on Fire Prevention Division budget allocations.
5. Accept and participate in training opportunities as they are provided.
6. Liaise with the Office of the Fire Marshal and other agencies as required.
7. Prepare the Community Risk Assessment for the municipality, within the required timelines.
8. Develop and recommend updates to the Town of Gravenhurst's Fire Prevention and Public Education Policy as required.
9. Performs other duties as assigned, appropriate to expertise and training.

## **SUPERVISION REQUIREMENTS**

**Positions Supervised Directly:** Any department personnel where appropriate.

## **EDUCATION, SKILLS, AND EXPERIENCE**

1. Previous practical experience as a Fire Prevention Officer or related role in a municipal environment preferred.
2. Certification to NFPA 1001 Firefighter Levels I and II
3. Certification to NFPA 1021 Fire Officer Level I
4. Certification to NFPA 1041 Fire Instructor Level I
5. Completion of NFPA 1031 Fire Inspector I and II, NFPA 1033 Fire Investigator, and NFPA 1035 Public and Life Safety Educator I and II courses are preferred or a willingness to complete this training within the first two years of employment.
6. Completion of the General Legal/Process and Fire Protection, Ontario Building Code exams, considered an asset.
7. Strong plans review skills; ability to analyze and understand architectural drawings.
8. Working knowledge of the Fire Protection and Prevention Act and Ontario Fire Code,

the Building Code Act and Ontario Building Code, NFPA and CAN/ULC Standards, Occupational Health and Safety Act, Municipal By-laws, and other applicable legislation.

9. General knowledge of municipal government and departments.
10. Computer literacy in a Windows and/or IOS/Android environment and familiarity with social media platforms. Ability to utilize the internal fire service RMS system for daily operations and record maintenance.
11. Valid G license with a clean driver abstract satisfactory to the corporation. Willingness to obtain DZ license within one year.
12. Excellent command of English, spelling, and grammar, with attention to detail and accuracy.
13. Excellent communication skills, both oral and written.
14. Exceptional public relations, interpersonal and customer service skills, and ability to project a professional image.
15. Effective analytical and investigative skills.
16. Ability to juggle competing demands and to work under pressure to meet deadlines.
17. Ability to demonstrate resourcefulness, tact, and to exercise sound judgment.
18. Must possess excellent organizational and time management skills.
19. Demonstrated report writing, research and presentation skills.
20. Willingness to participate in continuous upgrading, training, and professional development.
21. Must provide current, criminal record and vulnerable sector checks, satisfactory to the corporation.
22. Physically able to carry out all aspects of the job.

#### **HEALTH & SAFETY RESPONSIBILITIES:**

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act (OHSA) and Regulations, and the Town's Health and Safety Policies and Procedures.
3. To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
5. To report any occupational injury or illness immediately to their supervisor.
6. To use and provide staff with personal protective equipment (PPE), where required.
7. To ensure that supervised employees receive the required PPE and training in the appropriate practices, policies, and procedures necessary to work in a safe manner and to monitor their compliance with corporate health and safety policies.
8. To report any contravention of the OHSA.

#### **PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS**

**Environment:** Work is conducted in both office and outdoor environments with exposure to criticism from the public. Required to work in and around building and construction sites, exposure to inclement weather conditions, mechanical hazards, noise, and dust. Requirement to juggle priorities, verbally communicate to exchange information. deal with constant interruptions and changing demands during a working day; regular occasions whereby an extremely short amount of time is available to complete a project or task; wide variety of tasks requiring ability to manage multiple projects and make independent decisions; while maintaining a pleasant, professional, and positive demeanor.

**Physical:** Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard and smart devices; to operate equipment and a vehicle.

Normal hours of work are 35 hours per week, Monday to Friday. May be required to work outside normal hours of work.

**CONTACTS**

The Fire Prevention Officer communicates regularly with municipal staff, Provincial ministries and government agencies, staff of other municipalities, and the public. The Fire Prevention Officer will ensure to maintain strong, professional working relationships with all stakeholders.

**REVIEW/APPROVAL**

**Incumbent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Affiliation: Union**

**Updated: January 2025**